

Board Agenda Item
April 28, 2004

PRESENTATION - 1

Northern Virginia Regional Park Authority

An overview of the Northern Virginia Regional Park Authority will be presented by Executive Director Gary Fenton.

ENCLOSED DOCUMENTS:

None

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

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PRESENTATION - 2

Fairfax County Park Authority Volunteer Program

In celebration of National Volunteer Week, staff will present a report highlighting the Park Authority's volunteer program and its management of more than 2,000 volunteers. The extraordinary work of the agency's volunteers and volunteer managers has enabled Fairfax County Parks to reach their true potential for excellence. In 2003, volunteers contributed more than 144,257 hours valued at more than \$2.4 million based on the national average for the value of volunteer hours as reported by the *Independent Sector*.

ENCLOSED DOCUMENTS:

Attachment 1: Volunteers, Our Strategic Resource

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Cindy Messinger, Interim Director, Resource Management Division

Charlie Bittenbring, Acting Director, Park Services Division

Brian Daly, Director, Park Operations Division

Sousan Frankeberger, Events and Volunteer Coordinator, Park Services Division

Mona Enquist-Johnston, Volunteer and Interpretive Services, Resource Management
Division

Kathryn Palmer-Jenkins, Management Analyst II, Park Operations Division

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ADMINISTRATIVE - 1

Adoption of Minutes - April 14, 2004 Park Authority Board Meeting

ISSUE:

Approval of the minutes of the April 14, 2004, Park Authority Board meeting.

RECOMMENDATION:

The Park Authority Director recommends approval of the minutes of the April 14, 2004, Park Authority Board meeting.

TIMING:

Board action is requested on April 14, 2004.

FISCAL IMPACT:

None

ENCLOSED DOCUMENTS:

Attachment 1: Minutes of the April 14, 2004, Park Authority Board meeting

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Nancy L. Brumit, Administrative Assistant

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ACTION - 1

Contract Award - Athletic Field Renovations at Grist Mill Park (Mt. Vernon District)

ISSUE:

Approval of a contract award to EMSI Engineering Inc., of Manassas, Virginia in the amount of \$721,066, for construction of the athletic field renovations at Grist Mill Park.

RECOMMENDATION:

The Park Authority Director recommends that the Park Authority Board approve a contract award for the Base Bid to EMSI Engineering Inc., of Manassas, Virginia in the amount of \$721,066 for construction of the athletic field renovations at Grist Mill Park. In addition, the Director recommends reserving \$72,107 or ten (10) percent of the contract award for contract contingency, \$43,264 or six (6) percent of the contract award for administrative costs and \$21,200 for utilities. **(This item was reviewed by the Planning and Development Committee on April 7, 2004, and approved for submission to the Park Authority Board.)**

Contract Award	\$ 721,066
Contract Contingency (10%)	\$ 72,107
Administrative Cost (6%)	\$ 43,264
Utilities	\$ 21,200
TOTAL COST	<u>\$ 857,637</u>

TIMING:

Board action is requested on April 28, 2004, to maintain the project schedule.

BACKGROUND:

The 1998 Park Bond Program, Project Development Schedule, and the FY2004 Work Plan include a Capital Improvement Project to renovate two rectangular fields at Grist Mill Park. Grist Mill Park is a 75.5 acre district park located in the Mt Vernon Magisterial District.

The Park Authority Board approved the project scope on March 12, 2003. The approved Grist Mill Park scope included renovation and enlargement of two rectangular fields to include site grading, manufactured topsoil, irrigation and internal park trails.

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The Base Bid is comprised of the approved scope minus some amenities that could not be funded under the approved scope funding based upon the cost estimate prepared prior to bid. An Add Alternate was included in the bid documents in the event funding was adequate based upon the bids. Based upon funding approved at scope and the bid results, Add Alternate No. 1, internal asphalt trails, has not been accepted.

Five (5) sealed bids for construction of the field renovations at Grist Mill Park were received and opened on April 8, 2004, as summarized in Attachment 1. The lowest responsible bidder was EMSI Engineering Inc. Their total base bid of \$721,066 is \$106,066 or 17.2% above the Park Authority's pre-bid estimate of \$615,000 and \$95,550 below the next lowest bidder. The work is to be completed within 120 calendar days of Notice-to-Proceed. EMSI Engineering Inc. holds an active Virginia Class A Contractors License. The Department of Tax Administration has verified that EMSI Engineering Inc. has the appropriate Fairfax County Business, Professional and Occupational License (BPOL).

FISCAL IMPACT:

Based on the post-bid update, funding in the amount of \$857,637 is necessary to award this contract and to fund the associated contingency, administrative costs, and utility costs. Based on encumbrances and expenditures to date, funding is currently available in the amount of \$700,000 in Fund 370, Park Authority Bond Construction, Project 475598, Community Park Development, Detail 121; in the amount of \$60,039 in Fund 370, Park Authority Bond Construction, Project 475998, Playgrounds, Picnic Areas, Courts and Shelter; and in the amount of \$97,598 in Project 004750, Park Proffers, in Fund 371, Park Capital Improvement Fund, for a total of \$857,637 to award this contract and to fund the associated costs.

ENCLOSED DOCUMENTS:

Attachment 1: Bid Results
Attachment 2: Scope of Work
Attachment 3: Cost Estimate
Attachment 4: Site Plan

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Brian Daly, Director, Park Operations Division
Lynn S. Tadlock, Director, Planning and Development Division
John Lehman, Manager, Project Management Branch

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Christopher J. Hoppe, Supervisor, Project Management Branch
Richard Fruehauf, Project Manager, Project Management Branch

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ACTION - 2

Contract Award - Maintenance Facility and Related Work at Laurel Hill Golf Course
(Mount Vernon District)

ISSUE:

Approval of a contract award to Creative Finishes Inc. of Silver Spring, Maryland in the amount of \$750,600 for construction of the Maintenance Facility at Laurel Hill Golf Course.

RECOMMENDATION:

The Park Authority Director recommends that the Park Authority Board approve a contract award to Creative Finishes Inc. of Silver Spring, Maryland in the amount of \$750,600 for construction of the Maintenance Facility and Related Work at Laurel Hill Golf Course. In addition, the Director recommends reserving \$75,060 or ten (10) percent of the contract award for contract contingency. **(This item as reviewed by the Planning and Development Committee on April 7, 2004, and approved for submission to the Park Authority Board.)**

Contract Award	\$	750,600
Contract Contingency (10%)	\$	<u>75,060</u>
 TOTAL COST	 \$	 825,660

TIMING:

Board action is requested on April 28, 2004, to maintain the project schedule.

BACKGROUND:

Laurel Hill Golf Course is part of the former D. C. Correctional Facility at Lorton that was transferred to the Park Authority in July 2003. On March 26, 2003, the Park Authority Board approved the Laurel Hill Golf Course scope, budget and schedule. The Board of Supervisors approved the Master Development Agreement (MDA) at their meeting of May 5, 2003.

Four (4) sealed bids for construction of the Maintenance Building and Related Work at Laurel Hill Golf Course were received and opened on April 6, 2004, as summarized in Attachment 1. The lowest responsible and responsive bidder was Creative Finishes,

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Inc. Their base bid of \$750,600 is \$35,600 or 4.98% above the Park Authority's pre-bid estimate of \$715,000 and \$77,792 below the next lowest bidder. The work is to be completed within 240 calendar days of Notice-to-Proceed. Creative Finishes, Inc. holds an active Virginia Class A Contractors License. The Department of Tax Administration has verified that Creative Finishes, Inc. has the appropriate Fairfax County Business, Professional and Occupational License (BPOL).

FISCAL IMPACT:

Based on the post-bid update, funding in the amount of \$825,660 is necessary to award this contract and to fund the associated contingency. Based on encumbrances and expenditures to date, funding is currently available in the amount of \$6,617,977 in Project 004790, Laurel Hill Golf Improvements in Fund 371, Park Capital Improvement Fund to complete this project.

ENCLOSED DOCUMENTS:

Attachment 1: Bid Results
Attachment 2: Scope of Work
Attachment 3: Construction Cost Estimate
Attachment 4: Site Plan

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Lynn S. Tadlock, Director, Planning and Development Division
Charlie Bittenbring, Acting Director, Park Services Division
John D. Pitts, Manager, Special Projects Branch
Timothy D. Scott, Project Manager, Special Projects Branch

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INFORMATION - 1

2002-2006 Park Authority Strategic Plan Update

The Park Authority Board approved the 2002-2006 Park Authority Strategic Plan on September 26, 2001, and received the 2003 Annual Implementation plan as an Information Item on April 23, 2003. The purpose of the five-year strategic plan is to focus on the initiatives that are most important to the agency's success.

Attachment 1 provides a summary of the tasks accomplished in response to the 2003 Implementation Plan. For 2003, all of the strategies scheduled for implementation were started and many tasks were completed. The scope of many strategies spans more than one year and those not completed continue into the following years. All Board deliverables from the 2003 implementation plan were completed on time and are also included in Attachment 1.

For 2004, many of the tasks identified in the 2002 and 2003 Implementation Plans continue on schedule. However, due to the recent completion of the agency's Natural Resource Management Plan and approval of the Needs Assessment, the proposed 2004 Annual Implementation Plan is currently being revised to incorporate new strategies and tasks identified in these documents, as well as any new strategies that staff has identified through other means. In the interim, work continues on the multi-year tasks identified in the 2003 Implementation Plan.

The new 2004 Implementation Plan will be presented to the Park Authority Board in May 2004.

EN CLOSED DOCUMENTS:

Attachment 1: Strategic Plan Update: 2003 Highlights and Accomplishments

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Charlie Bittenbring, Acting Director, Park Services Division

Brian Daly, Director, Park Operations Division

Cindy Messinger, Interim Director, Resource Management Division

Miriam C. Morrison, Director, Administration Division

Lynn S. Tadlock, Director, Planning and Development Division

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Jean White, Executive Director, Park Foundation
Judy Pedersen, Public Information Officer
John Finegan, Supervisor, Automation Services Branch, Administration Division
Nick Duray, Manager, Marketing & Research, Park Services Division